

## Child Safe policy

### Requirements for Children's and Youth Ministry workers within the Network

This document outlines the requirements for those who volunteer/work in Children Ministries across the Christian Reformed Churches in Southern Tasmania (CRCST) Network. Although this seems like a lengthy process, it will create an environment where all workers will have been thoroughly checked and trained, and God willing this will reduce the chance of children within the Network being harmed.

Child Safe provides policies that Ministries within the Network must adhere to. These are available online through the [CRCA Child Safe website](#), or upon request [from the office](#). Child Safe also consists of online training modules targeted at different roles within ministries. M1 & M2 (Member 1 & 2), are modules targeted at those who assist in running a ministry (Team Members). L1 & L2 (Leader 1 & 2) are modules targeted at those who organise a ministry (Team Leaders). C1 (Coordinator 1) is for the person overseeing Child Safe within the Network. Below are the steps a person will need to take when they are appointed into the specified position in relation to Children's and Youth Ministry.

#### Child Safe Coordinator

The coordinator is one who oversees Child Safe within the Network. This position will primarily be undertaken by the Network Office Manager, until a time in which it is deemed inappropriate, or unmanageable to do so.

1. Unless the Coordinator serves in a Team Member, Team Leader, or Eldership role, they are not required to obtain a [Working With Children \(WWC\) card](#).
2. The Coordinator will be required to undergo all training modules (M1, M2, L1, L2, & C1), so they can assist with any queries about the training modules.

#### Elders

Although Elders may not be working directly within the Children Ministries of the churches, they will still come in to contact with children, and the Network believe it to be good practice for leadership to undergo the same checks as those working in Children Ministries.

1. Elders will be required to obtain a Working With Children Registration card
2. They will then be required to complete the two Child Safe Team Member training modules (M1 & M2) – within 8 weeks of obtaining their WWC card.

#### Safety & Care Representatives

Safety and Care Representatives will be required to undertake the Team Leader training modules (M1, M2, L1, L2), as they may be required to provide assistance to Team Leaders, so will need to have an understanding of the Team Leader training and processes to provide guidance.

Safety & Care Reps will be required to obtain a Working With Children Card if they are serving in Children's Ministry within their respective church.

## Team Leaders

Team Leaders are those in charge of organising and running Children Ministries within the Network. Due to their position of authority, they are required to undertake more training than Team Members.

1. Team Leaders will have to fill out an application form with a referee questionnaire (if they have not completed one within the last 3 years).
2. They will then be required to obtain a WWC card (the application for this can be done at the same time as the above application form/referee check).
3. Prior to serving, Team Leaders must sign a Team Leader Safety and Care Agreement.
4. Team Leaders will then be required to complete the two Child Safe Team Member training modules (M1 & M2) and the two Team Leader training modules (L1 & L2) – within 8 weeks of beginning to serve.
5. Each year, Team Leaders will be required to gain Permission to Proceed for their ministry. This requires that they fill out a Permission to Proceed form, with an outline of activities they may undertake. This then needs to be passed in to the Network Office where it will be approved by the Safety & Care Committee, and passed onto our Insurance Company.
  - a. Activity Information forms will need to be completed for unique activities, such as camps, where activities are undertaken that pose an increase in potential risk for those involved.

## Team Members

Team Members are those who assist within Children Ministries, but are not in charge of organising the groups, or activities.

Team Members under 18 years of age are not required to undertake Child Safe training. Those aged 16 and over, will need to obtain a Working With Children Card. Note: You are only able to apply for the card once you have turned 16, the Government won't accept applications until your 16<sup>th</sup> birthday.

If the Team Member wants to continue serving in the same capacity once they turn 18, they will be required to complete the two Child Safe Team Member training modules (M1 & M2) within 8 weeks of turning 18.

## Summary

### Steps taken for someone wanting to serve in a CRCST Children and Youth Ministry

1. Complete a Working with Children Registration via the Tasmanian Department of Justice
2. Fill out an Application form, along with a Referee Check/Questionnaire
  - a. The application form, referee check, WWC Card number and expiry date need to be sent into the Network Office/Coordinator to be scanned and stored in the Child Safe Database
3. Once they have been approved (and received their WWC card), they will be allowed to serve, and they will be given a Child Safe login by the Office/Coordinator
  - a. Approval hierarchy:
    - i. Coordinator is approved at a Network Leaders Meeting
    - ii. Coordinator approves Team Leaders
    - iii. Coordinator/Team Leaders approve Team Members
4. They will need to complete the relevant training Modules within 8 weeks of starting to serve.
  - a. M1 & M2 each take approx. 2 hours to complete

- b. L1 & L2 each take approx. 2 hours to complete
  - c. C1 takes approx. 1 hour to complete
5. Both the WWC card and Child Safe training expire after 3 years, at which time volunteers will need to apply for another WWC card, and do the online refresher within Child Safe.

### **Ministries gaining Permission to Proceed**

For a Children's and Youth ministry to go ahead, Child Safe requires it to gain Permission to Proceed from the Safety and Care Committee. These Permission to Proceed forms will need to be completed and assessed by the Safety & Care Committee, where they will grant Permission to Proceed for the ministry.

Permission to Proceed documents will require the following information:

- Information on people to be appointed within the Ministry (Team Leaders and Team Members)
- Safety Plans – A completed Safety Information form
- An understanding of the organisation's Emergency Response process
- Context Specific Requirements
  - A copy of the program outline/calendar
  - A Team Leader needs to be identified as being in charge of tracking attendance in Elvanto (adding in and altering information on attendees as required).
- Additional forms:
  - Activities based at one location need to fill in a Safety Information (CSE3-SS) form
  - Activity Information forms need to be completed when activities are undertaken across multiple locations, such as outings and camps.

Due to the nature of some ministries, they may not be able to plan all of the activities a year in advance. If this is the case, they will still be required to present a Permission to Proceed form, with a summary of potential activities that may occur (e.g. a camp, swimming outing, or other annual events). They will then be required to fill out an Activity Information form for activities that are outside of their usual scope of activities, and that weren't presented on the Permission to Proceed form. This Activity Information form will then need to be presented to the Child Safe Coordinator (Network Office Manager), for approval.

Once these forms have been reviewed and approved, the ministry will be granted Permission to Proceed.

These Permission to Proceed, Safety Information, and Activity Information documents will be passed onto the Network's insurance brokers, where they will be assessed and approved, or the broker will enquire for more information if needed.